

EDC, Inc.
Time to Learn
QUARTERLY REPORT
January to March 2012
FY 2012 Quarter 3
Contract No. 623-A-00-04-00054-00

Prepared for:
USAID Zambia

Prepared by
EDC – TTL
1025 Thomas Jefferson St.
Suite 700
Washington, DC 20007

April 30th, 2012

ACRONYMS AND ABBREVIATIONS

AWP	Annual Work Plan
COR	Contracting Officer's Representative
COP	Chief of Party
DOC	District Outreach Coordinator
EDC	Education Development Center
FGD	Focus Group Discussions
FY	Financial Year
MOESVT	Ministry of Education, Science and Vocational Training
M&E	Monitoring and Evaluation
POC	Provincial Outreach Coordinator
PMP	Performance Monitoring Plan
USAID	United States Agency for International Development
USG	United States Government

EXECUTIVE SUMMARY

The Time to Learn (TTL) Project is to assist the Ministry of Education, Science, Vocational Training through a five year national program to provide an equitable standard of education service for vulnerable learners and in implementing practical strategies to strengthen school quality and promote community engagement in community schools.

The key purpose of TTL is to institutionalize, in a decentralized way, Ministry support to community schools to stabilize their operations by providing educational resources, improving teacher skills and school management, improving learner performance, and enhancing learner support through community and private sector participation.

Project Start Up Activities

The Time to Learn Project was officially started on March 1st, 2012 when the award was signed. Start-up activities were the focus from March 1st – March 31st, 2012, the last month of the 2nd quarter of FY 12. EDC's start up team traveled to the field, began recruiting and hiring staff, looking for office spaces, meeting with USAID and partner organization and conducted other start up activities.

EDC's Karen Lee, International Field Operations Manager traveled to Zambia from March 17th – 30th. Ms. Lee worked to identify potential office spaces. Ms. Lee conducted security assessments on the various properties and worked with several real estate agents to find adequate space for project needs, specifically looking for spaces that are in close proximity to the Ministry of Education. Ms. Lee also assisted with other start up activities such as staff recruitment, interviewing potential health insurance companies, opening the bank account, and joined the meeting with USAID.

EDC's Lisa Easterbrooks, Project Director, also traveled to Zambia from March 17th – April 9th to assist with project start up activities, work with key personnel to begin the work planning process, recruit key staff, meet with subcontractors and USAID and other key partners.

At no cost to the project, EDC's Kent Noel, East and Southern Africa Regional Director also traveled to Zambia from March 18th -27th to assist with start up. Mr. Noel worked with the project director to establish key contacts in Zambia and with the key personnel to familiarize them with the proposal and technical activities.

Key Personnel that were able to start immediately were Georgina Hamaimbo, Community Mobilization Specialist and Paul Machona, Performance Monitoring Specialist. Ms. Hamaimbo and Mr. Machona joined the Project Director and Regional Director in many meetings, and spent much of their time familiarizing themselves with the technical proposal, program description, and implementation plan. They also began drafts of the annual work plan, performance monitoring plan and began the panning for focus groups with community schools. Interviews were also conducted for the Finance & Administration Manager and a candidate was selected, due to start in April. EDC has also hired an Office Manager, Ms. Agnes Zulu.

All members of the team met with USAID on Wednesday, March 21st. Topics covered included project startup activities, question and answer on some contract terms, planning for the post-award conference and general discussions about collaboration between the project and the USAID mission. In attendance from USAID were Wick Powers, Education Team Leader, Beatrice Mweene, Contracting Officer's Representative, and Mary Tyler-Holmes, Education Officer.

The team met again with USAID for the post-award conference on Wednesday, March 28th. In attendance from EDC were the Project Director, Community Mobilization Specialist, Performance Monitoring Specialist, and on the phone from Washington were representatives from EDC's Office of Sponsored Programs and the Project Coordinator. Presentations were given by the Contracting Officer, the XO's office, the Deputy Mission Director, Communications, Finance and the Education Team.

In addition, EDC's Performance Monitoring Specialist attended two workshops at USAID during the month of March. The first was a 2 day communications workshop from March 19th-20th. The second was a workshop on USAID audit guidelines and management with the Office of Inspector General on Thursday, March 29th. Mr. Machona shared the workshop materials with the team.

Finally, the project team brainstormed new ideas for the name of the project during this month. Several names were considered and ultimately the project name was determined to be "Time to Learn".

Project staff spent most of the month working out of a small room in the Taj Pamodzi hotel while office space was researched. A space has been identified and a lease signed with move-in to begin in the month of May.

Next Quarter's Work Plan

The following activities will be completed from April – June, 2012:

- Visit of Ann Hershkowitz, EDC Project Coordinator
- Temporary Chief of Party, Ms. Robie Siamwiza will begin work on April 16th
- Chief of Party, Dr. Sera Kariuki will be in Washington in April for EDC's Chief of Party orientation
- Joint launch of USAID education projects in June
- Chief of Party, Dr. Sera Kariuki will begin work on May 14th
- Complete focus group discussions and analyze data
- Visit of Diane Gardsbane, EnCompass, LLC to complete design for baseline assessment
- Submit candidates for OVC Specialist and Teacher Development Specialist for approval to USAID
- Complete Annual Work Plan and PMP
- Finalize contracts with Camfed and FAWEZA and issue scholarships
- Complete local employment contract and benefits package for staff
- Complete the project's policies and procedures manual
- Begin interviews for Provincial and District Outreach Coordinators, Accountant, Grants Manager, Admin Assistant and other positions
- Purchase vehicles and other equipment for the project
- Move into long-term offices
- Training for project finance staff will be conducted by EDC's regional compliance officer, Christopher Ngovi.